

# Program Registration Guide

## Pre-Registration Lottery Program Instructions

Pre-registration is a lottery. You may submit your registration form anytime within the open lottery period. There is no need to stand in line to turn in a registration form, and no payment is required to participate in the lottery. Simply complete your registration form and get it to the Austin Nature & Science Center (ANSC) office (301 Nature Center Drive, Austin, Texas 78746) between January 5, 2013 and January 12, 2014, and your registration will be entered into the lottery. No registration requests received after January 12 will be entered into the lottery.

1. Please complete all sections of the summer camp registration form and waiver to participate in the lottery (January 5–January 12). Only one child per form, please.
2. Select the camp(s) you are interested in. Please disregard the alternate choice section. During registration by lottery, ANSC cannot process alternate camp selections. Please note that your child must be the correct age for the camp to avoid delays in processing. There is no limit to the number of camps you may select during registration by lottery. Due to the demand for our programs, ANSC will place each child in a maximum of three camps during registration.
3. Indicate if you wish to add Before & After Care, 7:15 AM–8:00 AM and 5:15 PM–6:00 PM for additional fees for each camp.
4. Payment for the pre-registration lottery is due on or before February 12, 2014, or you may provide your credit card number and check the auto-payment authorization box on the registration form. Please do not send checks during the lottery period. Payment information will be sent with the results of the lottery on January 31.

## Non-lottery Program Registration Instructions

1. Please complete all sections of summer camp registration form and waiver. Fill in participant information and site specific information. Only one child per form, please.
2. Select the camp(s) you are interested in. Participants may register for up to three camp sessions. Please list your camps in order of preference. Due to popularity of programs, ANSC cannot guarantee everyone will be placed in their top choices. Make sure to list alternate camp selections in order of preference. You may list as many camps as alternate choices as you would like. Please note that your child must be the correct age for the camp to avoid delays in processing.
3. Indicate if you wish to add Before & After Care, 7:15 AM–8:00 AM and 5:15 PM–6:00 PM for additional fees for each camp.
4. Payment is due at the time of registration. Select a payment method and fill in appropriate billing information. For those not successfully registered in a camp a refund will be issued. When paying by check, send individual checks for each camp, allowing unused checks to be mailed back to you. To avoid waiting for a refund, consider paying by credit card. Your card will only be charged for camps in which your child is enrolled. If the transaction on your credit card does not go through, ANSC staff will contact you. Please call back right away so you may complete the registration process and retain your space in camp.
5. A confirmation email will be sent after your payment has been processed. Please allow three weeks for confirmation for summer camp programs. Additionally, you will receive a confirmation letter, ANSC medical release form and a *Guide to Camp* booklet with map and important information about ANSC programs, by mail. These resources are also available online at [www.austintexas.gov/ansc](http://www.austintexas.gov/ansc).

### Registration Dates

January 5, 2013

ANSC Summer Camp pre-registration lottery opens

January 12, 2014

ANSC Summer Camp pre-registration lottery closes

January 31, 2014

Applicants notified of ANSC Summer Camp pre-registration lottery results

February 12, 2014

ANSC Summer Camp payment from lottery due

February 22, 2014

9:00 AM – 4:00 PM

Summer Camp walk-in, fax, or mail-in registration begins for Austin residents

March 10, 2014

9:00 AM

Summer Camp walk-in, fax, or mail-in registration begins for non-Austin residents. Registration continues during normal business hours until camps are filled.

## Participant's Name:

## REGISTRATION FORM

## Site Specific Questions

Are you or your spouse a City of Austin employee?

{Yes } {No }

(For COA employees, you may be eligible for Youth Camp Scholarships. See Cityspace website for childcare programs.)

I have read and agree to the refund policies cited on the Registration Information and Policies page.

Payee Signature: \_\_\_\_\_

## Method of Payment (payment required at time of registration)

☐ Cash (please bring exact amount) ☐ Check (make payable to City of Austin-PARD) ☐ Credit Card (complete info below)

## Credit Card Number: \_\_\_\_\_

☐ Visa ☐ MC ☐ AMEX ☐ DISC Card Expiration Date: \_\_\_\_\_ Card Verification Code: \_\_\_\_\_

## Cardholder Signature: \_\_\_\_\_

Mailing Address and Billing Address Same? ☐ Yes ☐ No (if no, please provide that address)Youth Program Only Parents may select the auto-payment plan, which authorizes our office to automatically charge your credit card on the program payment due date. ☐

Registration Function Class / Camp / Activity Title	Times AM/PM?	Class Dates	Class Fee	Office Use Only Amount Paid Today	Cash / Check Number / CC ID & Auth Receipt Number	Date/Time Staff Initials
Code	AM PM		\$	\$		
Code	AM PM		\$	\$		
Code	AM PM		\$	\$		
For Walk in and Mail in registrations, please list alternate camps in which we can place your child if others are unavailable. NOT FOR LOTTERY.						
Code	AM PM		\$	\$		
Code	AM PM		\$	\$		
Code	AM PM		\$	\$		
Code	AM PM		\$	\$		
Code	AM PM		\$	\$		
Code	AM PM		\$	\$		
Code	AM PM		\$	\$		

## Complete only for Aquatic Program Registration — SWIM LESSONS/WATER FITNESS/ADULT SWIM TEAM

1st choice: Session: \_\_\_\_\_ Pool: \_\_\_\_\_ Level: \_\_\_\_\_ Time: \_\_\_\_\_ Dates: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

2nd choice: Session: \_\_\_\_\_ Pool: \_\_\_\_\_ Level: \_\_\_\_\_ Time: \_\_\_\_\_ Dates: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

3rd choice: Session: \_\_\_\_\_ Pool: \_\_\_\_\_ Level: \_\_\_\_\_ Time: \_\_\_\_\_ Dates: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

REFUND POLICY: Refund policies are program specific. Please refer to the refund policy of the program that you are registering for.



**A. Youth Waiver** (please fully complete waiver with a pen):

Participant Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: ☐ Male ☐ Female

**E. Completion required by all participants.**

**Medical Care Information**

1. Any known allergies to food/drugs, insect stings, poison ivy/other plants, etc.? {Yes ☐ } {No ☐ } Please Specify: \_\_\_\_\_

2. Any known existing illnesses? {Yes ☐ } {No ☐ } Please Specify: \_\_\_\_\_

3. Please list any physical condition that could restrict activities or have a need requiring special care in order to participate in program/activity. \_\_\_\_\_

4. **For Youth & Children Only:** Does Participant require prescription medication during program hours? Program must exceed 1 hour. {Yes ☐ } {No ☐ } If yes, please complete a Medication Authorization form.

**Personal Information Privacy Policy**

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. The information you provide is used to fulfill your specific request. This information is only used to fulfill your specific request, unless you give us permission to use it in another manner, for example to add you to one of our mailing lists. {email opt out? \_\_\_\_\_}

**Image Release Waiver**

I hereby consent to allow usage of photographs and video taken during this program and at our sites for publicity purposes in printed materials, and on our website. Photographs remain the property of the City of Austin Parks and Recreation Department. If you do not want to allow photos or videos, then please initial. {opt out? \_\_\_\_\_}

**Accessibility Accommodation Request**

The City of Austin is proud to comply with the Americans with Disabilities Act so that ALL individuals can enjoy and benefit from our recreation and leisure services. If you require assistance or a modification for participation in our programs or use of our facilities, please call 512-974-3914 to consult with an Inclusion Coordinator at least two weeks prior to an event, activity or registration deadline. Do you require accommodations? {Yes ☐ } {No ☐ } {Optional}

**Standards of Care Notification**

Children's programs/activities supervised by Parks and Recreation Department and requiring enrollment/registration in order to participate are not licensed by the state, but follow standards of care adopted in the City of Austin Ordinance No. 20120426-123. A copy is available and posted at each site.

**Release of Liability**

In consideration of participant being allowed to participate in the registered class(es) or program(s), the undersigned hereby releases the City, its employees and agents, from any action, claim or demand for personal injury or property loss arising from or due to any negligent act or omission of the City, its agents or employees. This release shall have no effect with regard to damages caused by the City's gross negligence. In the event the City or a volunteer provides transportation for the registered participant, this waiver and release shall extend to and release the City employee driver from any and all liability. Permission is given for any emergency medical treatment, operation or anesthesia which might become necessary. I agree to be responsible for the expense of medical treatment or service.

Please Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. Completion required by all participants.** Primary and Secondary must reside at same Household address. If not, complete box D

Household Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Household Home Phone: \_\_\_\_\_

Household Primary Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: ☐ Male ☐ Female Email: \_\_\_\_\_

Primary Cell Phone\*: \_\_\_\_\_ Provider: \_\_\_\_\_ Primary Work Phone: \_\_\_\_\_

Household Secondary Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: ☐ Male ☐ Female Email: \_\_\_\_\_

Secondary Cell Phone: \_\_\_\_\_ Provider: \_\_\_\_\_ Secondary Work Phone: \_\_\_\_\_

**C. Completion required by all participants. List any Emergency Contacts other than Household members listed above.**

Emergency Contact Name:	Relation:	Home Phone:	Work Phone:	Cell Phone:	Allowed to Pick Up?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

**D. Only complete this box if a Youth Participant resides within two separate Households.**

Household Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Household Home Phone: \_\_\_\_\_

Household Primary Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: ☐ Male ☐ Female Email: \_\_\_\_\_

Primary Cell Phone\*: \_\_\_\_\_ Provider: \_\_\_\_\_ Primary Work Phone: \_\_\_\_\_

Household Secondary Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: ☐ Male ☐ Female Email: \_\_\_\_\_

Secondary Cell Phone: \_\_\_\_\_ Provider: \_\_\_\_\_ Secondary Work Phone: \_\_\_\_\_

# Lottery Registration FAQ

## How do I participate in the lottery?

Complete a registration form (waiver and camp selection) with the desired camp sessions for each child. The registration office staff is available to assist you with the forms Monday - Saturday 9:00 AM–5:00 PM and Sunday noon–5:00 PM. Submit the registration form to ANSC between January 5 and January 12. You will receive an email receipt confirming your entry into the lottery.

## How is the lottery run and how will I know if I got a space in camp?

The lottery is generated through an automated process in our registration software that sorts all the registrations randomly. A roster of registrants is produced, who are offered space in the camp, with the remaining registrants placed on the waiting list. The lottery will be run to place City of Austin residents into camps first, then non-Austin residents. Each registrant will receive an email by January 31, notifying them of their status after the lottery. If you don't include an email address, the notice will be sent by mail.

## If I get a space in a camp, how long will the space be held and how do I secure it?

If you are offered a space in a camp from the lottery, secure it by paying the camp cost by check, cash, or credit card to the ANSC by February 12. Please contact us if you do not want the space in camp. If you let the February 12 deadline expire without making payment, we will remove the student from the roster and offer the space to the first student on the waiting list. Please check your email February 1 for the lottery results.

## What happens if I don't get into a session of camp?

If there are more lottery participants than available spaces, the software will produce a waiting list in random order. Each person on the waiting list will receive an email notifying them of their status after the lottery, including their number on the waiting list. There is no fee to be on the waiting list. If a participant drops a camp, that space will be offered to the first person on the waiting list. If you are offered a space in camp from the waiting list, we will notify you and inform you of the payment deadline. Payment must be received to secure a space in camp.

## If I make an ADA Accommodation request, do I have to wait to speak with staff before registering my child?

No. Please enroll in the lottery or non-lottery registration as usual. Indicate on the waiver that you are making an accommodation request.

## Can I make multiple camp selections or request first and second choices?

Complete a registration form (waiver and camp selection) for all the sessions of camp that you are interested in. It is not possible to process a first, second, or third choice for the lottery. When you complete the registration form for the camps, you will be entered in the lottery for those sessions.

## Can I arrange for my siblings or friends to be in the same camp?

A lottery is the fairest way of making our camps available to the greatest number of interested participants. Because the lottery sorts the registrants randomly, it is not possible to guarantee that siblings or friends will each be offered a space in camp.

## What if my plans change and I can't attend the camp?

We will issue a full refund, minus a \$35 non-refundable deposit with a written cancellation request received seven days before the start of the camp.

## How can I register for camp if I miss the lottery?

Walk-in, fax, or mail-in registration for Austin residents begins Saturday, February 22nd from 9:00am to 4:00 at the Austin Nature & Science Center. Walk-in, fax, or mail-in registration for non-Austin residents begins at 9:00 AM on March 10. Registration continues during normal office hours until camps are full. Beginning February 22, all registration forms will be processed in the order received. Registration requests are not accepted by telephone.

## How do I know if I am an Austin resident or a non-Austin resident?

The registration office can provide a list of zip codes used to determine residency for the purposes of Parks and Recreation Department program registration.

## Will you 'hold' spots for walk-in, fax or mail-in registration?

No. The lottery will be run based on all available spots in each session of camp. Walk, fax, and mail-in registration will be available only for remaining spots in camp.